

**Sherwood Public Library**  
**Monthly Management Report**  
**September 2016**



Submitted by: Adrienne Doman Calkins, Library Manager

**Contents:**

- 1) Statistics
- 2) Programs & Activities
- 3) Service Stories

**Statistics**



**We had 79 visits per hour in September, with 222 more visits compared to last year.**

Visits last month	This month	% Change from last month	Visits this month last year	% Change from last year	Open hours this month	Open days	Visits per hour	Visits per day	Avg physical checkouts & renewals per hour
22,970	<b>19,532</b>	-15%	19,310	1.1%	248	29	79	674	107

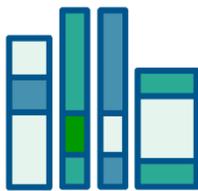
Note: August & September 2016 door counts are weighted estimates, due to gate malfunction.

Monthly Patrons	Last month	This month	This month last year	% Change from same month last year	% Change from last month
New library cards	114	<b>117</b>	100	17%	3%
Total registered users	11,459	<b>11,576</b>	11,681	-1%	1%
Active this month	3,096	<b>2,922</b>	2,901	1%	-6%
% of patrons active this month	27%	<b>25%</b>	25%	2%	-7%



**117 new library card accounts were created in September—a 17% increase from last year.**

Collection Development	Last month	This month	This month last year	% Change from last year	% of budget available	% of ordering window for FY left
Count of items added	549	<b>719</b>	680	6%	76%	70%
Count of items withdrawn (including periodicals)	420	<b>527</b>	930	-43%		
Total collection size	48,364	<b>48,364</b>	48,472	-0.2%		
% of items "in" on first of the month	72.5%	<b>72.6%</b>	n/a			



The value of the entire physical local collection is **\$1,050,000**. With the average unit price being **\$21.55**, that's an estimated value of nearly **\$570,000** for total checkouts for the month.

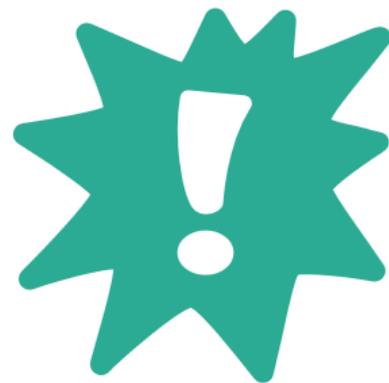
Monthly Circulation	Last month	This month	This month last year	Sparkline Chart	% Change from same month last year	% Change from last month
Total check outs (includes digital)	32,527	<b>28,450</b>	30,067		-5.4%	-12.5%
Physical check outs & renewals	30,386	<b>26,449</b>	28,438		-7.0%	-13.0%
Self-checkouts only	9,243	<b>8,131</b>	7,731		5.2%	-12.0%
% @ self-check	30%	<b>31%</b>	27%		13.1%	1.1%
Digital checkouts (Library2Go)	1,263	<b>1,162</b>	1,164		-0.2%	-8.0%
Digital checkouts (Cloud Library)	878	<b>839</b>	465		80.4%	-4.4%
Total digital checkouts	2,141	<b>2,001</b>	1,629		22.8%	-6.5%
% of total checkouts	6.6%	<b>7.0%</b>	5%		29.8%	7%
Check ins	21,790	<b>19,235</b>	20,522		-6.3%	-11.7%
Service Area population	22,754	<b>22,754</b>	22,485		1.2%	0.0%
Checkouts per capita	1.43	<b>1.25</b>	1.34		-6.5%	-12.5%
Checkouts per card holder	2.84	<b>2.46</b>	2.57		-4.5%	-13.4%
FTE	10.08	<b>10.78</b>	10.08		6.9%	6.9%
Checkouts per FTE	3,227	<b>2,639</b>	2,983		-11.5%	-18.2%

Volunteers	September Hours	Equivalent FTE	# of volunteers
Checkin (returns)	70.5	0.41	15
Checkin (tasket processing & holds)	57.5	0.33	8
Requests to fill	22.5	0.13	4
Shelving	14.5	0.08	3
Clerical/office asst	11.25	0.06	1
Outreach	7.25	0.04	2
TeenLAB	3	0.02	3
Summer Reading Program Asst	0.25	0.00	1
<b>Grand Total</b>	<b>186.75</b>	<b>1.08</b>	<b>35</b>
Last month	214.75	1.24	40
% change	-15%	-15%	-14%
This month last year	185.50	1.07	34
% change from last year	1%	1%	3%



## Programs & Activities

Programs & outreach	Sep-16
# of Adult Programs/Outreach	6
# of Teen Programs/Outreach	4
# of Youth Programs/Outreach	30
<i>School-aged</i>	12
<i>Storytimes</i>	25
# of Programs/Outreach for All Ages	4
TOTAL # of Programs/Outreach	42
TOTAL Participation	1,646
Participation per FTE	153
Participation per capita	0.07
<i>Participation: adult programs</i>	432
<i>Participation: teen programs</i>	387
<i>Participation: youth programs</i>	659
<i>Participation: all age programs</i>	538
<i>Participation: school-aged</i>	922
<i>Participation: storytimes</i>	608



**Life-long learning is also about hands-on experiences and connecting with community.**  
 September kicks off a new season of focused adult programming

**Outreach:**

- Multicultural Night At Sherwood Middle School—20 interactions
- Saturday Market Outreach—36 interactions
- Helping Hands Library Newsletter distribution (Liz Myer)

**All Age Programs:**

- Art Walk, Peace Flags—65 participants
- Guessing Jar (passive program)—417 participants

**Youth & Family Programs:**

- Paperback Pals—12 participants
- Read to the Dogs—9 participants (3 sessions)
- Storytimes—New schedule and a new storytime, delivered by Youth Services Librarians.
  - Baby Story Time—89 participants (4 sessions)
  - NEW! Fun for Ones—92 participants (4 sessions)
  - Twos Together—156 participants (8 sessions)
  - Preschool Storytime—261 participants (8 sessions)
  - STEM Family Storytime —10 participants

**Teen:**

- Fiction Friends—9 participants
- TeenLAB—5 participants

**Adult Programs:**

- Best Outdoor Adventures Near Portland with Adam Sawyer—10 participants
- Presidential Debate Showing, #1—5 participants
- Conflict Resolution 101—9 participants
- Writing Workshop—14 participants
- Signing for Early Literacy—49 participants
- Alter Wiener, Holocaust Survivor—345 participants

**Other Activities:**

- 40<sup>th</sup> Anniversary with WCCLS proclamation @ City Council. “Your Passport to WCCLS” countywide activity launches.
- Displays: Banned Books Week, Constitution Week, Big Books, National Hispanic Heritage Month, Writing, Creative Thinking, Red Books, Nobel Peace Prize winners
- Rotary partnership: International Peace Month—Peace Pole temporary installation, Peace Flags @ Art Walk, Origami cranes display, Alter Wiener event.
- Hired Shay Glass, Librarian I (Youth Services), 0.5 FTE. Recruitment for Librarian I (Adult Services), 1 FTE.
- Submitted Internet Filtering recommendations to City Administration

- Submitted conference session proposal for Oregon Library Association’s April conference (Jenny Swanson, Jaime Thoreson, Adrienne)
- Citizens University prep
- Washington County Cooperative Library Services Meeting attendance:
  - Policy Group Retreat (Adrienne)
  - Executive Board (Adrienne)
  - CircUs (Jenny)
  - Art of the Story (Jenny)
  - Publicity Committee (Jenny)
  - Multicultural Inclusion (Crystal Garcia)
  - Adult Services Committee (Crystal)
  - InterLibrary Loan (Crystal)
  - Adult Summer Reading Wrap-up (Crystal)
  - Joint Policy Group & Youth Services Committee (Adrienne, Jaime)
  - Cataloging (Mary Madland)
  - Young Adult (Jaime)
- Other meetings (abbreviated):
  - City Council (Adrienne)
  - Records Management (Adrienne)
  - Main Street meeting (Adrienne)
  - Rotary Peace Committee (Adrienne)
  - Staff meeting (all)
- Trainings:
  - New volunteer, new Youth Services Librarian I.
  - 40+ New Revenue Sources webinar (Adrienne)

## Service Stories

The *Alter Wiener, Holocaust Survivor*, presentation was superb. It was our third program with Mr. Wiener and by far the best with 345 attendees at the Center for the Arts. Mayor Clark welcomed the attendees. Rotary was instrumental in orchestrating details of the day, including borrowing live plants from Al’s Garden Center for the stage, promotion, and incorporating the event in their Day of Peace activities. A filmmaker friend of Mr. Wiener’s filmed the event and shared clips which were broadcast on KOIN News that night. At the end of the presentation, we all sang Happy Birthday to Mr. Wiener, as his 90<sup>th</sup> birthday was coming up in a few weeks.

Ravleen Kaur of Pamplin Media interviewed Mr. Wiener as a way of promoting the program and sharing his story. <http://portlandtribune.com/sg/77-news/322943-202649-holocaust-survivor-storyteller-returns-to-sherwood-sept-24>

Respectfully submitted,

